

LIVE SCAN SERVICE REQUEST (*Company Officers, Directors, and Others*)

Form LIC-051-CIU (Rev. 4/2004)

Attention – Live Scan Service Providers, Company Officers, Directors, and Others

- ▶ The California Department of Justice (DOJ) and Federal Bureau of Investigation's (FBI) processing fees are to be paid by the license applicant or the officer's/director's company. Be prepared to pay fees at the time your fingerprints are taken at the live scan service provider site or submitted to Identix Identification Services (IIS).
- ▶ Please prepare three copies of this form and distribute as follows:
 - 1) **FIRST COPY (ORIGINAL)** to the Live Scan Provider;
 - 2) **SECOND COPY** to Requesting Agency;
 - 3) **THIRD COPY** to the person being fingerprinted.

PART 1		PERSONAL INFORMATION <i>Please type information below</i>		
APPLICANT NAME (LAST, FIRST, and MIDDLE)				
FORMER NAME/AKA's (LAST, FIRST)				
DATE OF BIRTH (MM/DD/YYYY)	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		HEIGHT	WEIGHT
EYE COLOR	HAIR COLOR		PLACE OF BIRTH	
SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER			
RESIDENCE ADDRESS (STREET/P.O. BOX, CITY, STATE, ZIP CODE)				

DEPARTMENT AND LIVE SCAN VENDER ONLY

PART 2		To be prepared by CONTRIBUTING AGENCY		
AGENCY ORI NUMBER A0042		AGENCY ADDRESS California Department of Insurance, Licensing Background Bureau 300 Capitol Mall, Ste. 1600, Sacramento, CA 95814		
APPLICATION TYPE (e.g. type of search) 90,000		OCA NUMBER: 2,000		
LEVEL OF SERVICE: California Department of Justice and Federal Bureau of Investigation				
PART 3		To be prepared by LIVE SCAN VENDOR		
OPERATOR NAME		DATE COMPLETED		TRANSMITTING AGENCY
AMOUNT COLLECTED (FOR ROLLING FEE)		AMOUNT COLLECTED (FOR DOJ/FBI PROCESSING)		ATI NUMBER
PART 4		To be prepared by LIVE SCAN VENDOR FOR FINGERPRINT RESUBMISSION		
ORIGINAL ATI NUMBER		LEVEL OF SERVICE REQUESTED FOR SUBMISSION <input type="checkbox"/> California Department of Justice <input type="checkbox"/> Federal Bureau of Investigation		

INSTRUCTIONS FOR INSURANCE COMPANY OFFICERS AND DIRECTORS

SUBMISSION OF FINGERPRINTS BY NON-CALIFORNIA RESIDENTS

STEP 1: Insurer/Company Fingerprint Requirement: All company officers, directors, key managerial personnel, and individuals with a 10 percent or more beneficial ownership in the applicant, and applicant's controlling parent will need to be fingerprinted. Fingerprints must be taken by either a live scan vendor or by a local law enforcement agency on a fingerprint card that is to be sent to Identix Identification Services.

STEP2: Completion of Live Scan Form: The following information must be entered in Part 1 of the form: *Your printed name and former names (if any); Date of birth, gender, height, weight, eye color, hair color, place of birth, social security number (SSN), driver's license number, and residence address.* The electronic fingerprint service provider will complete Part 3 and, if necessary, Part 4 of this form.

STEP 3: Mail Fingerprint Card, Live Scan Form & Fees Directly to Identix: Complete the Live Scan form and make three copies. Distribute the copies as follows:

Original Copy: Mail original copy of the completed Live Scan form along with your fingerprint card submission and check for \$76 made payable to IIS to the following address:

Identix Identification Services
Attn: Licensing Live Scan
1650 Wabash Ave, Suite D
Springfield, IL 62704.

Second Copy: Mail a second copy of the completed Live Scan form to the California Department of Insurance at the following address:

California Department of Insurance
Licensing Background Bureau
300 Capitol Mall, Suite 1600
Sacramento, CA 95814

Third Copy: Maintain the third copy for your records.

SUBMISSION OF FINGERPRINTS BY CALIFORNIA RESIDENTS

STEP 1: Insurer/Company Fingerprint Requirement: All company officers, directors, key managerial personnel, and individuals with a 10 percent or more beneficial ownership in the applicant, and applicant's controlling parent will need to be fingerprinted. Fingerprints must be taken at either a live scan vendor or by a local law enforcement agency on a fingerprint card that is to be sent to Identix Identification Services.

STEP 2: Completion of Live Scan Form: The following information must be entered in Part 1 of the form by the applicant: *Your printed name and former names (if any); Date of birth, gender, height, weight, eye color, hair color, place of birth, social security number (SSN), driver's license number, and residence address.* The electronic fingerprint service provider will complete Part 3 and, if necessary, Part 4 of this form.

STEP 3: Fingerprint Services: Contact Identix Identification Services (IIS) for an appointment. IIS provides live scan fingerprint services at 24 locations throughout California. You may call 1-800-315-4507 Monday through Friday from 8:00 a.m. to 5:00 p.m. to schedule an appointment.

STEP 4: Fees: The following fees must be paid by the applicant:

Processing Fee: A fee will be collected by the live scan provider for the processing of your fingerprints by the California Department of Justice and the Federal Bureau of Investigation.

Service Fee: A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary depending on the live scan provider you choose.

STEP 5: Submission of Fingerprint Form: Make three copies of the form. Please take the **original** completed Live Scan form to the live scan provider for processing. The **second copy** is to be mailed to the California Department of Insurance, Licensing Background Bureau, 300 Capitol Mall, Suite 1600, Sacramento, CA 95814. The **third copy** is to be maintained for your records.